

**WHENUAPAI SCHOOL**  
**Board of Trustees Meeting Minutes (Public)**  
**Wednesday 24 February 2021**



**Present:** Michael Farac, Raewyn Matthys-Morris, Greg Berry, Mike Leonard, James Hutchins, Tineke Joustra, Jane McLean and Ivan Millan.

**Apologies:** Nil

**In attendance (with speaking rights):** Molly Fletcher

**In attendance (without speaking rights):** Nil

**Meeting opened at:** 6.10pm

**Declarations of Interest:** Nil

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The Board Chair welcomed everyone present at the BOT Meeting.

**Election of new Board Chair:**

Minute taker (Molly Fletcher) took control of the meeting and requested nominations for 2021 Board Chair.

Michael Farac only nomination.

Seconded unanimously by all Board members.

- Michael Farac is reelected as board chair - unanimously.

**(1.0) ADMINISTRATION**

**(1.4) Confirmation of Minutes:**

- Whenuapai School Board of Trustees Public Minutes dated 10 December 2020.  
**Moved:** Chair moved that the public minutes dated 10 December 2020 are accepted as a true and correct record.  
**Seconded: Tineke**  
**Carried: Greg**

**(1.5) Action Items, Amendments, Acceptance**

- Noted that the old policy framework is being aligned with the new version (See education and training bill). Workplan has been set to meet the expectations of the Governance Framework. Jo will have the new document ready for the next BOT meeting.
- Ongoing community support is now sustainable.
- Molly to communicate with parents with access to online tools.

The Board discussed the Principal's Report.

**(2.1) Decisions and Motions:**

**2.1.1 2021 Draft Budget**

**Motion:** Board approves the 2021 Draft Budget

**Moved:** Raewyn

**Seconded:** Tineke

**Carried:** All

**(2.2) Discussions**

**(2.2.1) Analysis of Variance**

- Uploaded - no further questions.

**(2.2.2) 2019 Audited Accounts**

- Uploaded - no further questions.

**(2.2.3) Aotearoa NZ Histories**

- Uploaded - no further questions.

**(2.2.4) ERO Notification**

- 3 year partnership with ERO based on the partnership model is beginning this year.

**(2.2.5) NZ Transport - Pedestrian Crossing Upgrade**

- Uploaded - no further questions.

**(2.2.6) Roll Numbers and Pending Roll Numbers**

- Uploaded - no further questions.

**(2.2.7) Hillary Outdoors Report**

- Tabled

**(2.2.8) HERO Update**

- Verbal - No further questions.

**Moved:** Raewyn moved that the Principal's report be accepted.

**Seconded:** Jane

**Carried:** Tineke

**(2.3) Monitoring**

**(2.3.1) Health and Safety / Property**

- Greg suggested that a clause is added to the Health and Safety doc in regards to liability in the case of an accident when a parent is using their car for school trips.
- BOT moves to approve the annual Cyclical maintenance calculation.

(2.3.2) Monthly Financials

- Uploaded - no further questions.

(2.3.2.3) Crest Cleaning discussion

- We are awaiting renegotiated contract details, we are checking on the scope of duties before presenting it back to Crest. Raewyn to contact and reserve the right to terminate.

**(3.0) DECISIONS**

(3.1) Sale and Purchase Agreement

- Passed Via email. Decision Minuted.

(3.2) Schedule of Delegations

- Awaiting the updated document from Jo, and will address at the March meeting once we have the NZSTA governance manual.

(3.3) Board Meeting Fees 2021

**Motion:** Michael moved that the fees remain as the 2020.

**Seconded:** James

**Carried:** Unanimously

(3.4) Board Professional Development

- Michael encourages all to attend a course. Peter Gall to attend and give the BOT a general refresher.

**(4.0) DISCUSSIONS**

(4.1) BOT 2021 Policy Framework

- As discussed above

(4.2) BOT 2021 Work Plan

- Uploaded - No further discussion.

(4.3) School Zone Finalised

- Finalised documents uploaded FYI.

(4.4) MOE Property Update

- Room 5 & 6 to be updated by Term 3, New temp building to be on site before 2022.

**(5.0) STRATEGIC PLANNING**

(5.1) School Charter Completed

- Includes Strategic and Annual Plans.
- To be uploaded to MOE by 1 March 2021.

(5.2) Analysis of Variance

- Completed. To be uploaded to MOE by 1 March 2021.

**(6.0) ADMINISTRATION/CORRESPONDENCE**

(6.1) WSBOT Emails (Inbox): Discussed

(6.2) WSBOT Emails (Outbox): Nil

**Public meeting closed at: 7:54pm**

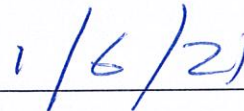
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These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 24 February 2021.

Signed: \_\_\_\_\_

  
Michael Farac - Chairperson  
Whenuapai School Board of Trustees

Dated: \_\_\_\_\_



## BOARD ACTION ITEMS

| ACTION ITEM  | DATE TO BE ACTIONED | PERSON TO ACTION             | STATUS  |
|--|---------------------|------------------------------|---|
| Complete Governance Framework  | 24 March 2021       | PA                           | Pending   |
| Add clause to Transport from re Insurance  | 24 March 2021       | PA                           | Pending   |
| Contact Crest - Re reserve the right to terminate  | 24 March 2021       | Raewyn                       | Pending   |
| DP to work with LSC to find local support to help with funding                                       | 17 June 2020        | Molly                        | On-going  |
| Confirm timeframes for deciding on extra 5YA money to be spent. Develop needs list. Explore options. | 23 Sept 2020        | Michael/Raewyn Board Members | Pending   |
| Work on Terms of Reference for Policy Framework  | 19 Aug 2020         | Chair/James                  | Completed - New Framework for 2021 to be reviewed |

## 2021 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

| DATE | TIME | EVENT |
|------|------|-------|
|      |      |       |
|      |      |       |